

How to Use the Natural Gas Contract

Contract #: ENE38	Contract Duration: 11/01/15 – 10/31/16
MMARS #: ENE38*	Options to renew: (1) 12 month
Contract Manager: Lisa Baker - 617-720-3112	Lisa.Baker@state.ma.us
Last change date: 11/23/2015	

Contract Summary

This contract is for the purchase of the retail supply of Natural Gas from Direct Energy by entities which have participated in the initial procurement. **Call Lisa Baker at 617-720-3112 to discuss adding your accounts.**

Eligible Entities wishing to participate in future contracts must contact the Strategic Sourcing Lead and will be required to execute a Memorandum of Understanding which binds them to the contract pricing and terms established by the Operational Services Division at the time of contract execution.

Benefits and Cost Savings

- Competitive Pricing
- Qualified and Experienced Vendors

Who Can Participate in Future Natural Gas Contracts?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
08. Other states and territories with no prior approval by the State Purchasing Agent required; and
09. Other entities when designated in writing by the State Purchasing Agent.

How to use the contract

Eligible entities which participated in the initial contract aggregation have their accounts enrolled with Santa Buckley and Direct Energy are billed on a monthly basis for Natural Gas supply.

Eligible entities also receive a bill from their local distribution company (LDC) for delivery and ancillary charges which are not eligible for competition.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Pricing and buying details: This is fixed price contract. Rate is \$.6120/therm for accounts awarded to Direct Energy. Rate is \$.6533/therm for accounts awarded to Santa Buckley. See COMMBUYS for the specific account award listing.

Vendor List and Contract information

Vendor Contact Information

Company: Direct Energy

Address: 2319 Whitney Ave, 4th Floor, Hamden, CT 06518

Contact: Dave Gilbert

Phone: (860) 985-5422

Fax: (866) 309-5211

E-mail: david.gilbert@directenergy.com

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a line item catalog in COMMBUYS with specific pricing for line items identified.

There are two vendors on this contract and the vendor has been assigned a unique Master Blanket Purchase Order (PO).

How to place an order

Eligible entities which participated in the initial contract aggregation have their accounts enrolled with either Santa Buckley or Direct Energy and are billed on a monthly basis for natural gas supply.

Contract Users should continue to place orders in the normal fashion by contacting the appropriate vendor. Orders should not be placed through COMMBUYS. The order should be recorded once invoices are received using the RPA Release function.

This contract has RPA Release enabled to allow contract users to capture spend after-the-fact associated with this contract. Contract Managers have carefully selected the contracts that would qualify for RPA Release transactions. Typically this is due to system or process impracticality and/or emergency situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. For more details please consult the COMMBUYS Policy Document.

Once the paper invoice for the goods or services is received by the agency, follow the directions in the [RPA Release Job Aid](#) located at Job Aids for Purchasers when entering the information into COMMBUYS; use below guidance for entering items off of the paper invoice and into a Release Requisition in the "Items" Tab:

1. Follow directions in RPA Release Enabled Requisition Job Aid until you come to the Search field in the “Items tab.”
2. In the “Items” tab Search field, type in the following to get the items: contract description (“ENE38”), and the vendor name.
3. Select the appropriate catalog line; there is one line.
4. In the line enter the total price in the Unit Price.
5. Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
6. Attach scanned copies of all records pertaining to order placement (could be an unofficial email quote), the receipt of goods or services, and the final invoice in the “Attachments” section.
7. The final invoice amount should match the Release Requisition total on the Summary tab.

Where to find complete ENE38 contract information on COMMBUYS

If full statewide contracts details are required please refer to ENE38 files listed under the Conversion Vendor [C164173-vCurrent](#)

link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specification.